



Job Title: **Fundraiser (online campaigns)**

Location: Remote

Summary: VetCTAP (Veteran Career Transition Assistance Program) is a job search workshop series based in San Diego North County, CA, that is focused on increasing the veteran employment rate. Through interactive training, practical tools, and one-on-one coaching VetCTAP helps transitioning military, veterans, and spouses build personal confidence and enhance their individual economic stability.

We are seeking a Fundraiser to join our volunteer team! This person will be responsible for helping generate and manage our online fundraising initiatives (GoFundMe, Classy, online social media campaigns, etc.). This position has flexible hours and location; work from home anywhere in the United States. As a fundraiser, your mission is to source and bring together donors, share the VetCTAP mission, and help us make a positive impact through securing funds for continued success. We are open to your creative ideas!

This is a volunteer position. There is no salary.

Essential Duties & Responsibilities:

- Setup online social media campaigns
- Determine appropriate fundraising platforms
- Address campaign/donation/fundraising questions from donors and sponsors
- Develop, organize and run online fundraising events
- Manage and maintain donor lists
- Develop copy to be used in all fundraising campaigns
- Work remotely with other VetCTAP team members
- Other duties as assigned

Qualifications & Skills:

- Excellent written, verbal and social communication skills
- Proficiency in Microsoft Office Suite, Google docs, and on-line fundraising platforms
- Passionate about supporting charities and veteran causes
- A team player and able to work independently

Education & Experience:

- Experience in on-line fundraising or business development
- Preferred: Degree in journalism, communication, English or business, or two+ years of related experience
- Database management, donor relations, donor database experience preferred

**Please complete an application at <https://www.vetctap.org/volunteer.html>**